

**JOB TITLE:** Occupational Navigator (Grant Funded through GEERS)

**DEPARTMENT:** TBD

**LOCATION:** Union Campus

**REPORTS TO:** Vice President, Student Development

**FLSA:** Exempt

**LEVEL:** 201

**DATE:** 06/24/2021

**POSITION SUMMARY:** Provide comprehensive career advising to guide students toward the completion of additional credentials, certificates, and degrees in high demand occupations in the ECC service region and assist with job search activities.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Bachelor's degree and two years related work experience.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Provide career exploration and advisement services to prospective and current students.
- Work with students to complete career inventories to help to determine different occupational paths and opportunities.
- Engage students in standard job search activities such as resume building, setting personal and professional development goals, and job interview preparations.
- Provide students with developmental opportunities that will improve their financial literacy, and the impact of degree completion on their financial future.
- Build and maintain relationships with area career centers, chambers of commerce, employers and other agencies to facilitate the referral and employment of career and technical students.
- Work in cooperation with other departments and the community to enhance employment opportunities for students.
- Attend Career and Technical program advisory committee meetings as appropriate.
- Build relationships with outside agencies that can assist with the career navigation process, including but not limited to WIOA Youth/Adult, vocational rehabilitation, Missouri Career Center, jobs.MO.gov.
- Co-Coordinate the work with the Connections to Success Program.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges.

**LEADERSHIP AND COMMUNICATION SKILLS:** Ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; excellent customer service skills; comply with policies, procedures, and instructions.

**DECISION-MAKING AND ANALYTICAL SKILLS:** Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; collaborate with others regarding marketing and process improvements. Adhere to department and college policies, procedures, and practices.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, etc.; office machines such as telephones, fax machines, and copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment which may require repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*